

Field Trip Request Form



King County, Department of Transportation
Metro Transit Field Trip Program
201 S. Jackson St. MS KSC-TR-0326
Seattle, WA. 98104-3856

Dear Educator, please determine your trip route information by referring to timetables, calling Metro's Customer Assistance Office at 553-3000 or using our website at <http://transit.metrokc.gov/>. Please complete both sides of this form so we may process your request as quickly as possible. Mail this form and a check or purchase order to the address above. The cost for your trip is \$0.50 per person (students and adults) and is non-refundable and non-transferable. You will receive a voucher to be used as payment on your trip. Details for this program are described in our brochure *Schools Go Places on Metro* which should be available from the principal or program coordinator. Thank you for your participation in this new program.

Name of Teacher:	School:
Street Address:	Grade:
City:	Zip:
School office phone #:	Your phone or ext. #:
School fax #:	E-mail address:

Trip requested for (day) (date)	
Special needs (i.e. use of wheelchair, visual/hearing impaired students, etc.)	
Number of people under 5 years of age and/or who will use a bus pass on the trip:	
Indicated number of fare-paying passengers: # students: # adults: Total:	
Cost of trip = Total paying x \$0.50	= Amount paid: \$.

In case we have to make changes to your plans, please let us know: Maximum group size 30

The earliest time you could leave the school: _____

The time you need to be at the event: _____

The earliest time you could be on a bus to return: _____

The latest time that you can return to the school: _____

Program Specifications:

- ☐ **Requests are due in our Metro office at least three weeks prior to your date of travel.**
Additional time would be recommended to ensure that your request is processed on time.
- ☐ **Requests are processed in a first-come, first-served order.** We may need to change a route or a time if another group has already requested that route and time prior to your request. You will be notified if this is the case.

Trip Planning Guidelines:

- ☐ Have a 1:6 ratio of adults to students for elementary students and 1:10 for secondary students.
This is necessary to ensure proper supervision and safety of the students in cases of emergency.
- ☐ Allow sufficient walking time between locations (school, bus stops, destination, etc.) and seating time at the event.
- ☐ Plan to be at the bus stop five minutes early.
- ☐ If you are attending a tour, play, etc., call to see how long the event will last.
- ☐ Have an alternate plan if your activity is an outdoor activity and the weather is not appropriate for the activity. Groups need to stick with their planned trip to ensure that other groups will be able to complete their planned trips.

Please complete your trip information on the back of this form.

Route Information for Trip to: _____ **(destination).**

Route #	Time	Location of bus stop is:
	am / pm circle one	On street: At cross street:
	Time	Get off the bus at:
	am / pm circle one	On street: At cross street:

Transfer to:

Route #	Time	Location of bus stop is:
	am / pm circle one	On street: At cross street:
	Time	Get off the bus at:
	am / pm circle one	On street: At cross street:

Route Information for Return Trip to: _____ **(school).**

Route #	Time	Location of bus stop is:
	am / pm circle one	On street: At cross street:
	Time	Get off the bus at:
	am / pm circle one	On street: At cross street:

Transfer to:

Route #	Time	Location of bus stop is:
	am / pm circle one	On street: At cross street:
	Time	Get off the bus at:
	am / pm circle one	On street: At cross street:

If you need to make a second transfer for either direction, please complete the transfer sections on a second form and staple it to this one.

